

REG. GRADE CARD – CHECKLIST - 2 Term School

SCHOOL NAME: _____

	DATE	CONTACT PERSON
P115 – (line 4,6,7) change to “A” Run B105 FOR NEXT 9 WKS		This has to be done on the <u>last day</u> of each nine weeks. <ul style="list-style-type: none"> • Do not run when you are sitting in the last 9 wks.
P115 – (line 4,6,7) change to “I”		<ul style="list-style-type: none"> • This MUST be done so the reports are giving accurate information. Do Not do this at the end of the 4th 9 weeks.
TEACHERS PUT GRADES IN PROGRESS BOOK		
CHECK TEACHERS NAMES ON LIST		
Run R302 Report – Missing grades		After teacher returns report sheet with grade corrections. Make corrections in CLIS.
MESSAGE - Type on P401 (6 lines and 50 characters/line)		
B115 – Run past & present rpt prds up to and including current rpt prd.		See your B115 checklist.
Check P Tables P704 – Correct rpt Prd P705 – Correct Date Range P746 (V50) – Correct Rpt Prd		The P746 will always be V50. Make sure you change the Reporting Period.
GPA (P706) - Check to see if you need a Cur GPA.		
R700 (Version 99) - Test at least 2 students per grade level.		To line up your printer. Also to check your attendance.
R700 (RUN) Full Run Linda Haynes to copy grades out to the CARDS file. (9WK1.CARDS)		Email example: R700-02 10/18/04 @ 09:33